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Acting Chief, Administrative Staff, ORR

5 April 1963

Chief, Geographic Research, ORR

Review of Operating Budget for FY 1964, Object Classes 100
Through 900REFERENCE: Memo from St/A dated 27 March 1963, Subject: ORR Budget Submittal--
Fiscal Years 1964 and 1965

Although we have been told to "hold the line" as far as personnel are concerned, it needs to be stated forcefully that the components of the Geographic Research Area are in considerable need of additional personnel to enable them to conduct necessary services and support. The fact that we are not asking for additional personnel during FY 1964 does not in any sense mean that we do not need them. This point, we feel, should be made known to Agency officials having responsibility for making the overall decision that the Agency shall "hold the line" regardless of program size increase or pressures of work which have been developed.

Actually, the requirements for additional personnel as stated in the FY 1965 budget reflect requirements today, based upon the experience of the past year in each of the three divisions. What has essentially happened is that the "hold-the-line" order forces us to put off current personnel requirements for an entire fiscal year until such time as we get another directive.

A. Geographic Research200Domestic Travel

No change.

200Foreign Travel

No change.

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Excluded from automatic
downgrading and
declassification

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A. Geographic Research (Cont'd.)

600
Printing and Reproduction

No change.

700
Other Contractual Services

No change.

800
Supplies and Materials

No change.

900
Equipment

No change.

B. Geography Division

200
Domestic Travel

Delete

3 trips of 4 days' duration, eastern U.S., for attendance at annual meetings of Association for Asian Studies (will be held in Washington, D. C.).

4 trips of 3 days' duration at ACIC, St. Louis, to coordinate NIS and other matters of mutual interest.

1 trip of 5 days' duration to western U.S. for attendance at annual meeting of the Institute of Navigation.

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B. Geography Division (Cont'd.)

200

Foreign Travel

Delete

1 trip of 60 days' duration to Western Europe for [REDACTED]
[REDACTED] area study (moved to FY 1965, and revised).

25X1C

1 trip of 21 days' duration to London, Frankfurt, and Scandinavia
(moved to FY 1965, and revised).

Add

1 trip of 90 days' duration to North and West Africa for area
study [REDACTED] (previously scheduled for FY 1963).

25X1C

700

Other Contractual Services

Change

[REDACTED] for Africa research (reduction from [REDACTED]).

25X1A

25X1A

Delete

[REDACTED] for ad-hoc support to academic foreign area specialists.

25X1A

800

Supplies and Materials

Change

[REDACTED] (instead of [REDACTED]); based on FY 1963 operating experience.
Includes 800 sheets of cut plastic, approximately \$424; miscellaneous drafting
supplies for Collation Project, approximately \$400; prism-color pencils
(not stocked by Building Supply); heavy thermofax reproduction paper, etc.

25X1A

25X1A

900

Equipment

Delete

1 Richardson Viewer (already purchased using FY 1963 funds).

3

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B. Geography Division (Cont'd.)

900
Equipment (Cont'd)

Add

2 boxes projector bulbs, 1,000 watt (Box of 24); cost unknown.

2 Richards light tables, Model No. 940 MC, with MC-2 optics kit; approximately \$2,000 each (required in anticipation of USSR Branch achieving a full complement by August 1963).

2 Porta-trace light tables, 24" x 36"; approximately \$108 each (required as additional equipment for Collation Project).

C. Cartography Division

200
Domestic Travel

Delete

2 trips of 4 days' duration to attend Association of Eastern European Affairs, time and place unknown.

Change

4 trips of 3 days' duration to Holyoke, Massachusetts, to attend the Seminar Workshop in Visual Communications sponsored by the Tecnifax Corporation. (Previously requested as 2 trips.)

200
Foreign Travel

No change.

600
Printing and Reproduction

No change, on assumption that PSD provides for printing of oversized maps.

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C. Cartography Division (Cont'd.)

700

Other Contractual Services

No change.

800

Supplies and Materials

Change

It is estimated that [REDACTED] will be required during FY 1964. (Previously requested as [REDACTED] Actual obligations during FY 1963 amounted to [REDACTED])

25X1A

900

Equipment

Change

The FY 1964 estimate is [REDACTED] previously given as [REDACTED] Add Modified Flexowriter, [REDACTED] (to tie into Printing Services Division's photocomposing plans; will be on an R & D basis during FY 1964 and hopefully in full use by FY 1965).

25X1A

25X1A

D. Map Library Division

200

Domestic Travel

No change.

200

Foreign Travel

No change.

600

Printing and Reproduction

No change.

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D. Map Library Division (Cont'd.)

700
Other Contractual Services

Change

25X1A12A

25X1A12A
25X1A12A

Total required funds are in the amount of [REDACTED]
[REDACTED] the remaining \$3,500 for the lamination of maps. (This represents an increase of \$3,000 in the previously estimated FY-1964 expenditures in this category.) On the basis of increased map servicing already demonstrated in our Reference Branch statistics, it is assumed that this amount will be needed.

800
Supplies and Materials

Change

Total funds should be revised to [REDACTED] as follows:

25X1A

AMS.....
NCS.....
USGS.....
AGS.....
Supplies and materials....
Map purchases from miscellaneous sources,.....

25X1A

TOTAL

900
Equipment

No change.

25X1A9A

Distribution:

- O&I - Addressee
- 1 - Ch/D/GG
- 1 - Ch/D/GC
- 1 - Ch/D/GL
- 2 - Ch/G

25X1A9A

ORR:Ch/G [REDACTED] (5 April 1963)

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